

~~CONFIDENTIAL~~~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training

DATE: 16 July 1959

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 28
8 July - 14 July 1959

I. SIGNIFICANT ITEMS (Internal OTR Only):

Recently I have taken pause to reflect on how our OTR Regulatory Issuances might appear to some of our key personnel who have recently joined OTR. The exercise in empathic introspection paid off. We are found wanting.

For example, take the matter of action on regulatory issuances. All of these "regulations" are simultaneously in effect:

a. From OTR Regulation ☐ 18 April 1955: DTR retains final authority as to ... issuance of OTR regulatory matters, and concurrence action on proposed Agency regulations involving matters affecting OTR activities.

b. From OTR Regulation ☐ 19 August 1957: C/SS reviews, for concurrence of DTR, all OTR and Agency regulatory issuances.

c. From OTR Regulation ☐ 7 November 1957: C/SS is responsible for review and coordination within OTR of all proposed Agency and OTR regulatory issuances, except that:

(1) School and Staff Chiefs are responsible for initiation of OTR regulatory issuances, solely relating to their individual functions and responsibilities.

(2) The Registrar initiates any proposed Agency issuance in the "Training" series.

(3) The Administrative Officer coordinates all other proposed Agency issuances within OTR.

25 YEAR RE-REVIEW

~~CONFIDENTIAL~~~~SECRET~~

SECRET

SUBJECT : Weekly Activity Report No. 28
8 July - 14 July 1959

d. From OTR Notice 13-58, 9 May 1958: Registrar -
(1) Coordinates preparation of, edits and publishes ...
related issuances. (2) Reviews materials proposed for
publication by OTR and recommends concerning format,
reproduction process, distribution pattern, and related
matters. (3) Initiates, and/or reviews, Agency regula-
tory issuances in the "Training" series.

From the above, the only consistent statement from a managerial viewpoint is that OTR retains final authority. I'm quite clear that it is my job to begin the writing of Agency issuances in the "Training" series, but after that the line gets foggy, particularly since there is no Administrative Officer and rarely does an OTR regulatory issuance relate solely to a responsibility of only one School or Staff Chief.

According to our regulations still in effect, there are many other anachronistic items - TR(G) is still responsible for the OTR History, Weekly Reports are consolidated and disseminated by PPS, TAB is still responsible for a Training Materials Registry, etc.

It is certainly time for us in the Registrar Staff to clear up some things, but I think it behooves all of us who are School and Staff Chiefs to wipe the slate clean and get off to a fresh start by re-writing almost all of our OTR regulations, and rescinding many of the OTR notices. Possibly we need a task force to do so.

II. OTHER ITEMS:

25X1

1. [] OSI, has just completed a series of post-doctoral courses at the Bureau of Biological Research, of Rutgers. His report concludes with these statements, indicative of the continued reliable support by the Processing Branch, in particular:

DDS

"It is apropos at this point to indicate the trainee's appreciation for the fine cooperation which was extended to him by the Office of Training both prior to his departure and throughout the period of external training. Although no major problems occurred, it was gratifying to know that any correspondence to the Office of Training was always answered by return mail."

SECRET

~~SECRET~~

SUBJECT : Weekly Activity Report No. 28
8 July - 14 July 1959

DDS
2. I verified with Garlie Forehand at the University of Chicago that our research control group was still agreeable to attending a follow-up session at the Willard Hotel on 28 July but that Agency personnel would not participate in the questionnaire inquiry directed by Chicago to supervisors and co-workers of control group members. Mr. Forehand was profusely apologetic for directly communicating with such, without forewarning the Agency. I inferred that the technique was not popularly received in some other elements of the Federal Government.

DDS
3. We became a member of the AMA in August 1958 and have sent 33 Agency employees to their programs in New York, Saranac Lake and Cornell University. As a result of our membership, the total saving for registration fees have amounted to \$666. We are taking steps to renew our company membership. Annual dues are \$300.

25X1
4. [] OCI, recently returned from the Naval War College, Newport, Rhode Island, and was debriefed. He had one recommendation that he felt rather strongly about; although we realize it might be a touchy one to pursue. According to [] there is a staff position at the College now occupied by [] whose main function is to brief the students daily on current intelligence. [] feels (and reports that this feeling was shared by all of the students with whom he talked) that this particular function was poorly handled. [] He thinks that if CIA could arrange to have the [] fill this staff position with an Agency employee, the job would be much better handled.

25X1
5. Oral persuasion efforts of the past few months to simplify records and procedures is being translated into concrete action in several ways:

a. The new request form for internal training is in the records and management stream, and may be published in early August.

b. TSS begins today to transfer all their training to code cards for consolidation with our machine records. I hope to complete this phase by the end of 1959.

c. A&E is now referring to us all requests on who has taken PETB. Since we obtained a machine run of those tested by A&E, a search of their files is no longer necessary. Delay and multiple phone calls are eliminated.

3
~~SECRET~~

SUBJECT : Weekly Activity Report No. 28
8 July - 14 July 1959

25X1

7. We have received four training requests in the past two days for a special George Washington University Summer Seminar on Digital Computers beginning 20 July.

8. While at Fort Knox I was impressed by the extreme youth of foreign officers on hand for Armor and Communications training there. Our regular mess was shared by officers from Viet Nam, Ethiopia, Turkey, Thai, Brazil, Belgium and Nigeria, among others. Only an occasional one was over 25 years old. Besides the normal language barrier, there was an evident reluctance on the part of all but the Turkish and Vietnamese to communicate informally with American officers.

DDS 9. During the week 8 July - 14 July 1959, there were 357 persons enrolled in OTR conducted training:

111 enrolled in 19 classes (11 languages) voluntary

130 enrolled in 29 classes (8 languages) internal

9 enrolled in 1 Intelligence School course

75 enrolled in 3 Operations School courses

11 enrolled in 1 SIC course

15 enrolled in 1 area course

3 from other Government agencies

3 Dependents

25X1